California Outcome Measurement System (CalOMS)

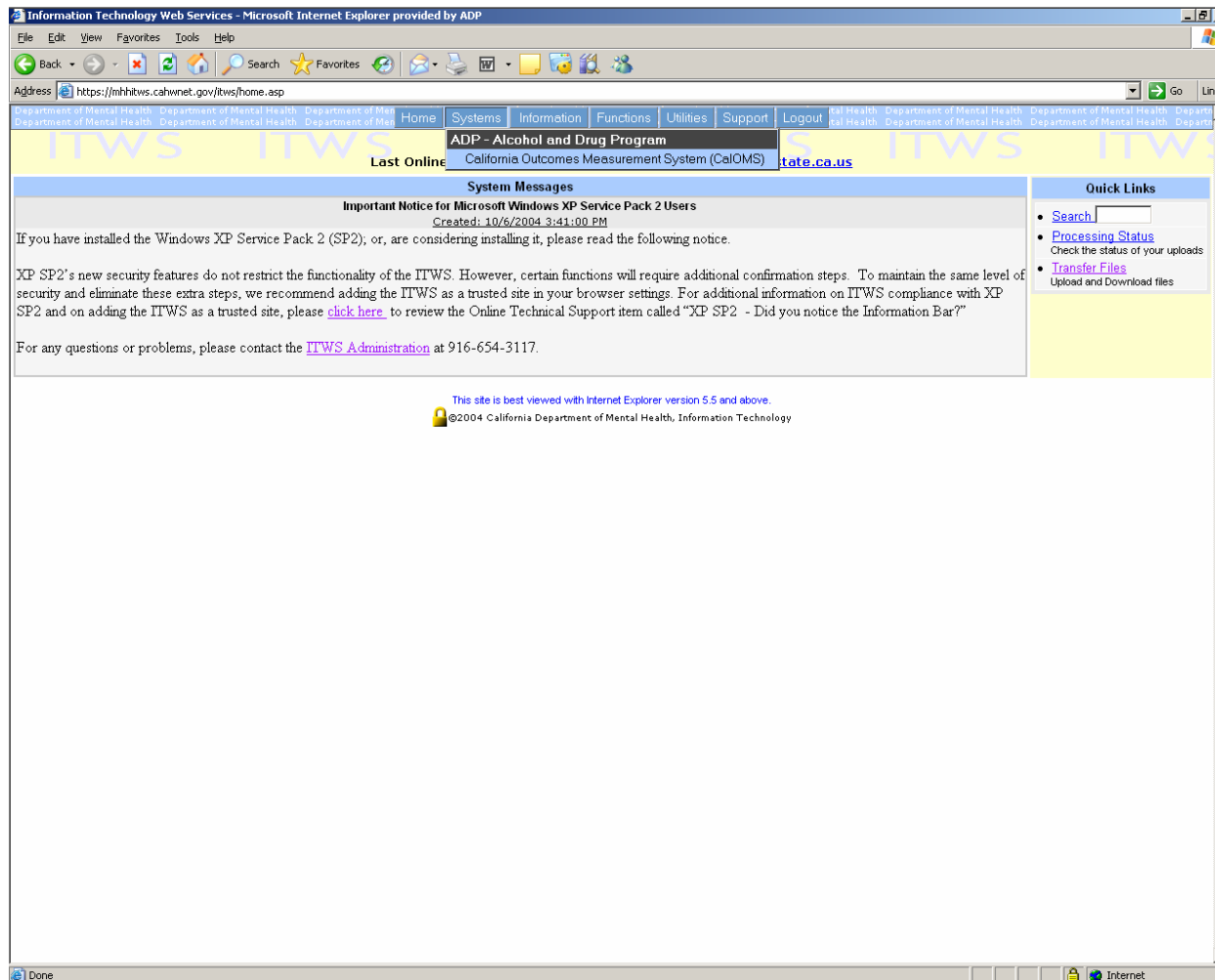## Input Sub-system

Screen Images

California Department of Alcohol and Drug Programs

October 2005

Logged in – going to Systems menu and selecting CalOMS:

On CalOMS landing page, selecting Functions menu:

Home | Systems | CALOMS Information | Functions | Utilities | Support | Logout

ITWS   ITWS   ITWS   ITWS   ITWS   ITWS

California Outcomes Measu...   (CalOMS)

Operational Reports
Processing Status
Shared Upload
Transfer Files

System Messages

CALOMS treatment file naming convention
Created: 10/9/2005 3:49:00 PM

Please use the following naming convention for uploading CALOMS treatment files :

ADP_COT_(CC or PPPP)_(T or P)_#####.TXT for the unzipped ASCII file (also referred as internal file)

ADP_COT_(CC or PPPP)_(T or P)_#####.ZIP for the compressed zip file (also referred as external file).

- CC = County Code.
- PPPP = Provider Code.
- T = Test file; P = Production file
- ##### = 5 digit Sequential number.

Please Note the following:

The external ZIP file name must match the internal ASCII filename (except for the file extension)

The zipped file must contain only one internal file.

The Zipped file must be password protected using the following password convention.

CNTYcc.ADPKEY or PROVxxxx.ADPKEY
(where cc = county code number and xxxx = the four digit provider number)

All the letters in the password should be UPPERCASE.

Only ZIP 2.0 encryption is allowed. (WinZIP and PKZip are the common zip tools that provide ZIP 2.0 encryption).

Confidentiality Warning

The CalOMS system includes confidential information that is subject to a variety of laws, including the privacy and security Rules of the Health Information Privacy and Accountability Act (HIPAA), federal rules concerning the Confidentiality of Alcohol and Drug Abuse Patient Records (42 CFR Part 2) and others. These rules prohibit the disclosure or use of information that identifies or might lead to the identification of a patient, with narrowly defined exceptions. Improper access, disclosure or use of information may result in any or all of the following:
• Loss of privileges in the CalOMS system.
• Employment actions, up to and including termination.
• Civil or criminal penalties.

Users of the CalOMS system should have no expectation of privacy in their use of the system. Your activity may be monitored and appropriate responsive actions may be taken.

Access to the CalOMS system requires your understanding of and agreement to follow these confidentiality, privacy and security requirements, as well as the rules and policies of the CalOMS system. If you are uncertain of your obligations or do not agree to them, then please exit the system and ask your supervisor or the CalOMS helpdesk for assistance.

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Transfer Files page. Data files are uploaded on the right, and reports and data extracts are downloaded on the left:

Operational Reports page. Reports and Data Extracts are requested here:

Browser window — Title bar: CalOMS - County Submission Detailed Report - Microsoft Internet Explorer provided by ADP

Menu bar: File Edit View Favorites Tools Help

Toolbar: Back Search Favorites

Address: https://mhhitws.cahwnet.gov/itws/calomstps/itwssubmissiondetailedreport.aspx

Navigation tabs: Home | Systems | CALOMS Information | Functions | Utilities | Support | Logout

ITWS   ITWS   ITWS   ITWS

CalOMS Operational Reports Request Interface

Error and Submission Details Report Filter

This report contains detailed file submission information for files submitted between the specified start and end dates. Accepted and rejected submissions are included, as well as error information. The C/DCP receives this report for each submission.

Start Date: [   ] End Date: [   ] (MM/DD/YYYY)

C/DCP: [Merced ▼]

Record Status: [(Select) ▼]

[View]   [Data Extract]

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